

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING
OFFICIAL FORM OF BIDS, OFFICIAL VAULT SAMPLES,
PUBLIC REVIEW SITE SAMPLES, AND REVIEWER'S SAMPLES**

1. The Official Form of Bids and affidavit in this manual may be removed and used as the official form or photocopied.
2. All blanks on the bid form and affidavit must be filled in. Use NA for "not applicable."
3. The bid must be signed by a person having authority to bind the publisher: the president and secretary of a corporation, a general partner of a partnership, or the proprietor of a sole proprietorship. If a person other than the president and the secretary of a corporation signs the bid, proof of authority to bind the company, such as a certified resolution of the board of directors or the bylaws of the corporation, must accompany the bid.
4. The affidavit must be notarized. If notarized by someone other than an Indiana notary, a copy of the notary's certificate of authority or commission must accompany the bid.
5. Out-of-state corporations must either be registered to do business in Indiana or have a statement of exemption from the Secretary of State's office. Evidence in the form of a copy of the registration certificate or the written statement of exemption must accompany each bid. Documents may be obtained from: Secretary of State, Room 201, State House, Indianapolis, Indiana 46204-2798 Telephone (317) 232-6576.
6. The revised/same version affidavit concerning previously adopted textbooks must accompany bids for all previously adopted textbooks.
7. Only the core instructional material should be listed on the bid form. Workbooks, teachers' editions, and other ancillary materials are not to be listed.
8. Bid items should be listed on Schedule A in a continuous format using one line for each item. Do not list each category on a separate page. Ditto marks should not be used, but each item or number written out.
9. The entire ISBN number should be listed, including the dashes.
10. Bid forms should not be stapled together.
11. The envelope containing the Official Bid must be clearly labeled "OFFICIAL BID."
12. Bids may be either hand carried to Textbook Adoptions, Indiana Department of Education, 151 West Ohio Street, Indianapolis, Indiana, or sent to the Indiana Department of Education, Textbook Adoptions, Room 229, State House, Indianapolis, Indiana 46204-2798.
13. Specimen copies of the material described in the bid must be distributed to all reviewers for the category(s) in which it is being bid. The Teacher=s Edition should also be sent with the specimen copy.
14. All labels on specimen copies must be placed on the outside front cover of each book. Do not place labels on outer wrappers or packaging.
15. Labels placed on the specimen copies must contain the following information:

- a. Publisher name
- b. Category number and name

16. Vault Sample labels must be placed on the Official Vault Sample. These are printed labels available upon request from the Department of Education or may be reproduced from the copy in Appendix 2. They are set for Avery 5164 shipping labels. The label size is 4" x 3.33".
17. If a copy of the validation certificate from the National Instructional Materials Accessibility Center (NIMAC) is available for the material being submitted, it should be included with the bid.
18. The data on Schedule A should also be submitted on a computer disc in delimited ASCII format and included with the bid.
19. Bids may be rejected if Vault Samples, Advisor's Samples, Reviewer Samples, and Public Review Site Samples are not distributed according to 511 IAC 9-3-2 by the dates specified in the chronology. The committee may recommend that the board reject a bid in its entirety which is not submitted on a complete and proper form as indicated above and described in 511 IAC 9-4-1.
20. Dates to remember:

March 8, 2007	Deadline for receipt of intent to bid form
June 19, 2007	Deadline for receipt of official bid - 4:00 p.m.
June 19, 2007	Deadline for receipt of Advisor's Samples (if indicated on the reviewers= lists), Public Review Site Samples, and Reviewers' Samples
June 19, 2007	Deadline for receipt of Official Vault Samples - 4:00 p.m.

STATE OF INDIANA

**BID COVER SHEET
2007**

PUBLISHER:

ADDRESS:

HOME PAGE ADDRESS:

REGIONAL SALES MANAGER:

ADDRESS AND TELEPHONE:

E-MAIL ADDRESS:

BID CONTACT PERSON:

PHONE NUMBER:

E-MAIL ADDRESS:

INDIANA REPRESENTATIVE(S) AND TELEPHONE NUMBER(S):

ORDERING INFORMATION FOR SCHOOLS:

ADDRESS:

PHONE:

FORM OF BIDS

Proposal to Supply Textbooks for Use in Public
Schools of Indiana

TO THE INDIANA STATE BOARD OF EDUCATION:

We, _____
(name of publisher)

propose to furnish and supply the following textbooks in accordance with the laws of Indiana, at the price given, and propose to furnish said books of corresponding grades in the hands of pupils of the public schools of the State of Indiana, at the following listed net prices, to wit:

(See attached Schedule A which is hereby incorporated by reference and made a part of this bid.)

said books to be of the size (both as to form and number of pages) and quality (as to matter, material, style of binding, and mechanical execution), of the specimen copies of said books deposited herewith, said book to conform with the following specifications, to wit:

(See attached Schedule A which is hereby incorporated by reference and made a part of this bid.)

We hereby agree, should our bid be accepted, to enter into a written contract with said Indiana State Board of Education, as provided by the laws of the State of Indiana, to furnish and supply in the manner specified in said laws, the said school books required and purchased from us for use in the schools at the prices hereinafter named. We certify that the prices quoted hereinabove are the lowest prices at which the materials will be offered for sale for a contract period beginning on or after July 1, ____; and that in the event, subsequent to this offer, the materials are offered elsewhere at lower prices for a contract period beginning on or before the contract beginning date as specified herein, we shall accordingly reduce the bid prices hereinabove to such lowest offering prices. We further agree to enter into and assume all other obligations entailed by said proposed contract (of the prescribed form of which we are cognizant), and we herewith file in the Indiana Department of Education copies of each of the above named textbooks, conditioned that if this proposed contract be awarded to use in accordance with this bid, we will enter into such a contract and give the bond required by law, to the acceptance and satisfaction of the Attorney General of Indiana. We herewith furnish below our affidavit in the form prescribed that we are not in any way connected with any trust, combination, party, or conspiracy whereby the benefits of competition are denied to the people of this State.

(Signature of President or Authorized Officer)

(Signature of Secretary or Assistant Secretary)

AFFIDAVIT

State of _____ ss:

County of _____

(Name of President or Other Authorized Officer)

being duly sworn, upon oath says that he is _____ of
(Title)

(Name of Publisher)

bidders herein, that said _____
(Name of Publisher)

is in no way, directly or indirectly, connected with any other publisher or firm who is now bidding for books submitted to the Indiana State Board of Education, nor has any pecuniary interest in any other publisher or firm bidding at the same time, and that neither he nor his said company is a party to any combination, syndicate or scheme, whereby the benefits of competition are denied to the people of the State of Indiana.

(Signature)

Subscribed and sworn to before me, this _____ day of _____, 20____

(Signature of Notary Public)

My commission expires on the _____ day of _____, 20____

(Seal)

REVISED/SAME VERSION AFFIDAVIT

State of _____ ss:

County of _____

Complete this affidavit only if the textbook being submitted is a revised or the same version of a textbook previously adopted.

Indicate the statement that applies by placing an "X" on the line before Statement 1 or Statement 2.

_____ states that he is _____
(President or Other Authorized Officer) (Title)
of _____
(Name of Publisher)

He further states that _____
(Textbook Title)

is a revised or the same version of the textbook _____
(Previously Adopted Textbook Title)

adopted by the Indiana State Board of Education in year _____.

The content of the revised version:

1. _____ varies substantively from the previously adopted version.
2. _____ does not vary substantively from the previously adopted textbook.

(Signature)

(Title)